



# USER INSTRUCTIONAL GUIDE

We are pleased to welcome you to ONVU Learning. As of now, you have been created as a user on the ONVU Learning platform at your school and the hardware is installed in the room(s) that you use.

The next step is to log in to see what has been recorded so that you can make some clips that align with your personal professional development goals.

To get started, simply log in to ONVU Learning by either (1) Using your ONVU Learning username and password, or (2) using your Microsoft Office 365 Account credentials if the account uses the same email address as your username. Alternatively (3) your Administrator may set up your account so that you can log in with your Microsoft Office 365 credentials every time you access ONVU Learning so you can use the same username and password as you do to log in to your other school systems and applications.

## 1

### LOG IN WITH USERNAME & ONVU LEARNING PASSWORD

Visit <https://secure.onvulearning.com> and enter your username and password (your username is your registered email address and your password is what you generated when you were invited by your registration email).

Your ONVU Learning home screen will appear, which you can access from any secure device.

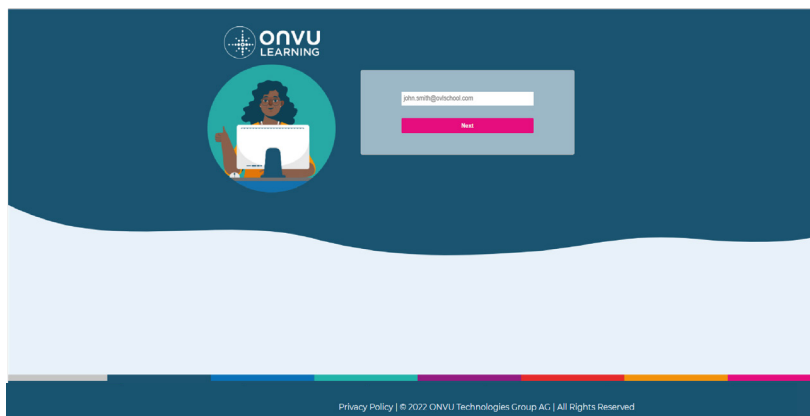


Image 1: Logging on

## LOG IN WITH MICROSOFT OFFICE 365 ACCOUNT (OPTIONAL)

Use your Microsoft Office 365 Account credentials to log into ONVU Learning if the account uses the same email address as your username.

Visit <https://secure.onvulearning.com> and enter your Microsoft credentials (that match your ONVU Learning invited email address).



Image 2 Logging on

When you enter your email address you will be presented with two ways to log in. (below figure 3) Select the login with Microsoft option and use your Microsoft credentials (that match your invited email address) to login.

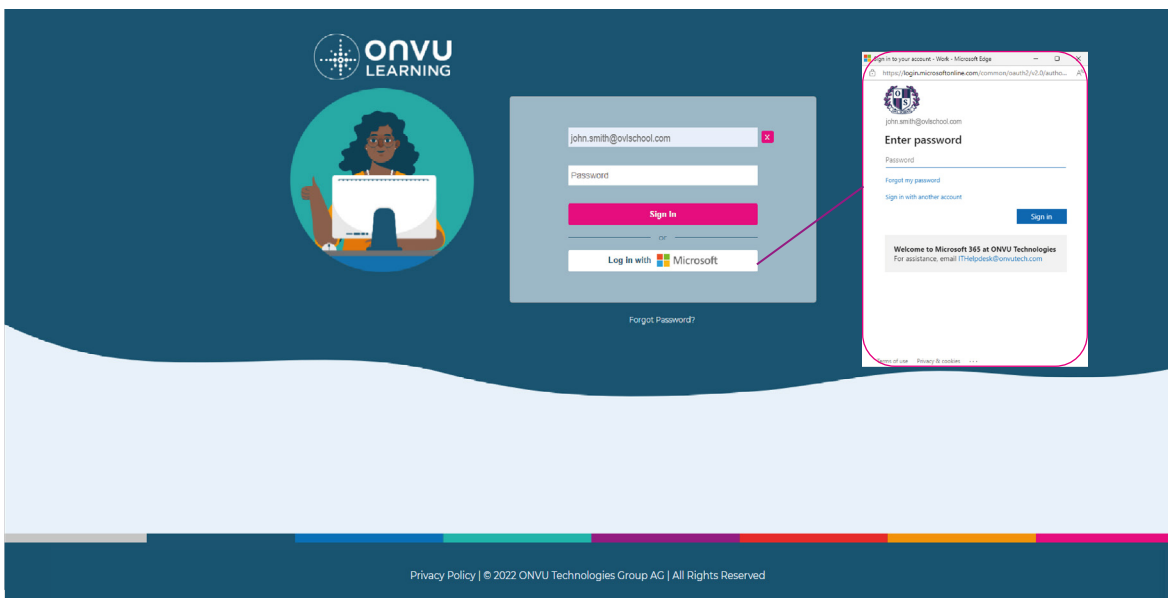


Image 3: Logging on

## ALWAYS LOG IN WITH MICROSOFT OFFICE 365 ACCOUNT

Your administrator might have set up your account so that you can log in with your Microsoft Office 365 credentials every time you access ONVU Learning.

To get started click on the log In link <https://secure.onvulearning.com>. You can use the same username and password as you do to log in to your other school systems and applications,

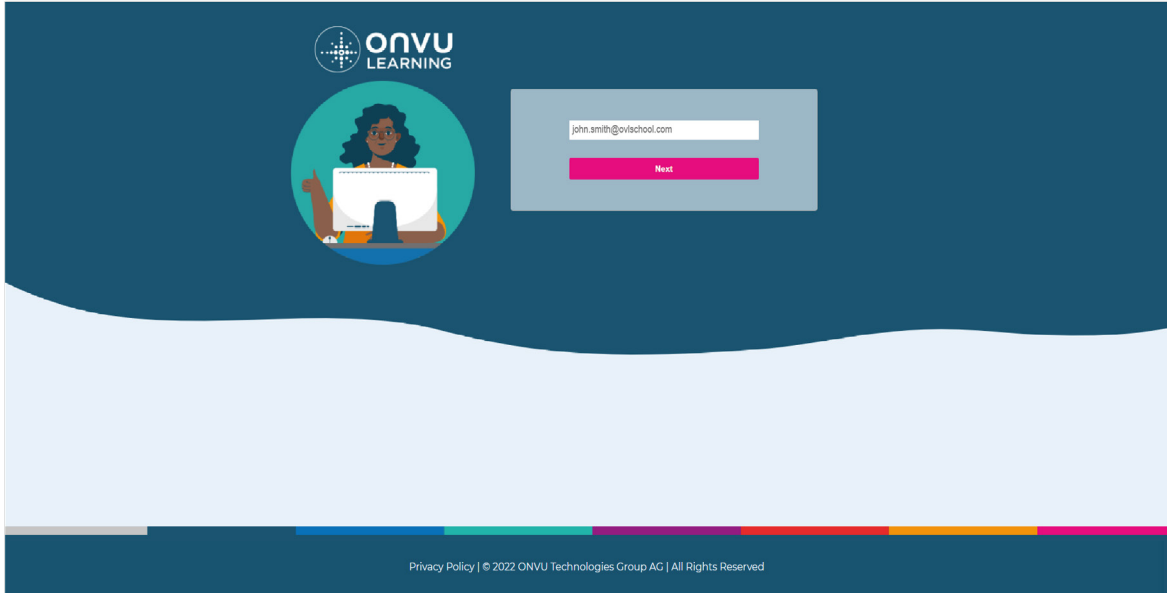


Image 4 Logging on

As soon as you enter your email address and click next, a Microsoft login pop-up will appear and you must enter your regular password (Figure 5).

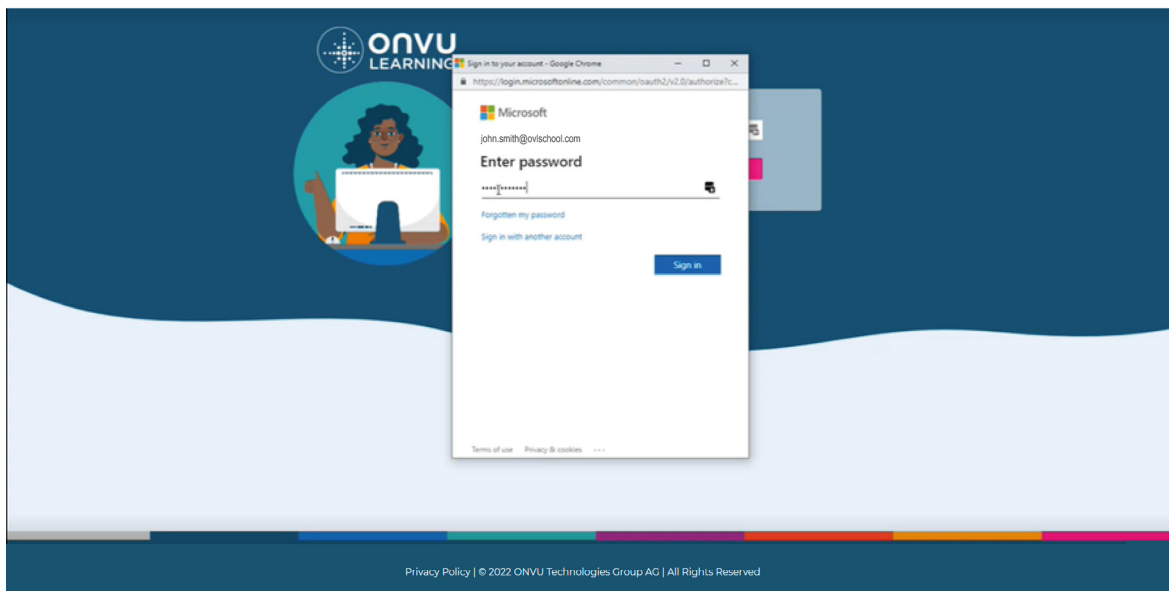


Image 5: Logging on

## LOGGING IN FOR THE FIRST TIME

You'll be asked to enter your first and last name. Simply click **'Set Name'** and a pop-up screen will appear confirming your name change was successful and if you already have access to any cameras. Once you click **'OK'** you will be taken to your personal dashboard where you can easily see if you have any scheduled or approved access to a lesson. (See point 2 on next page for further information)

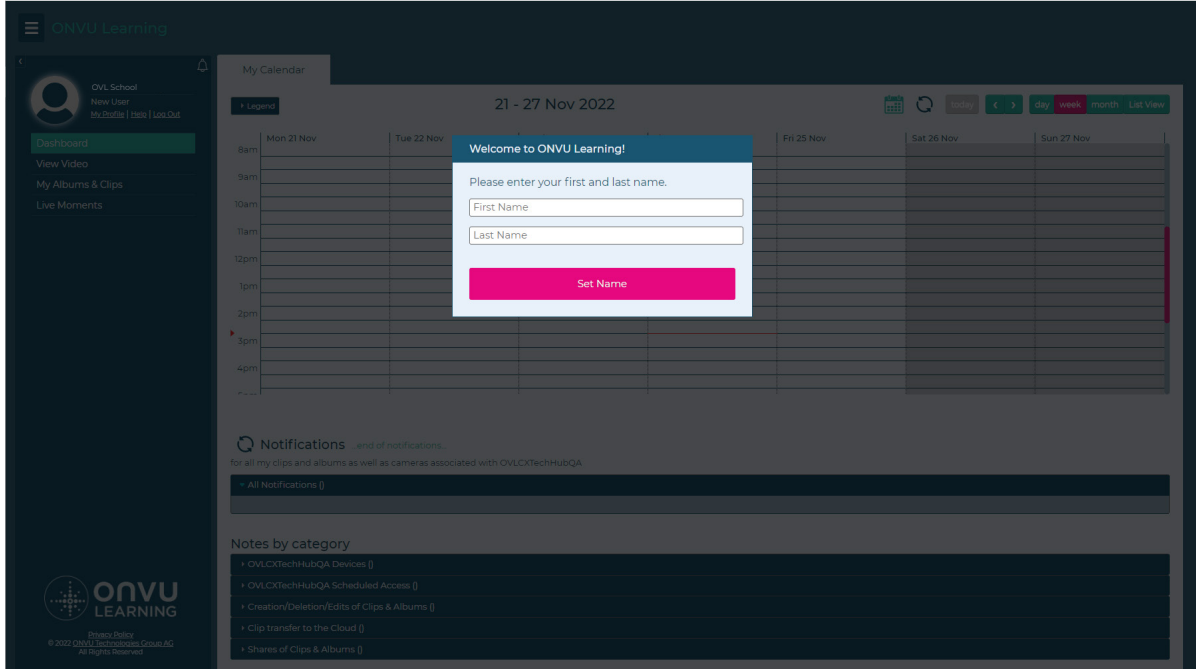


Image 6: Logging on

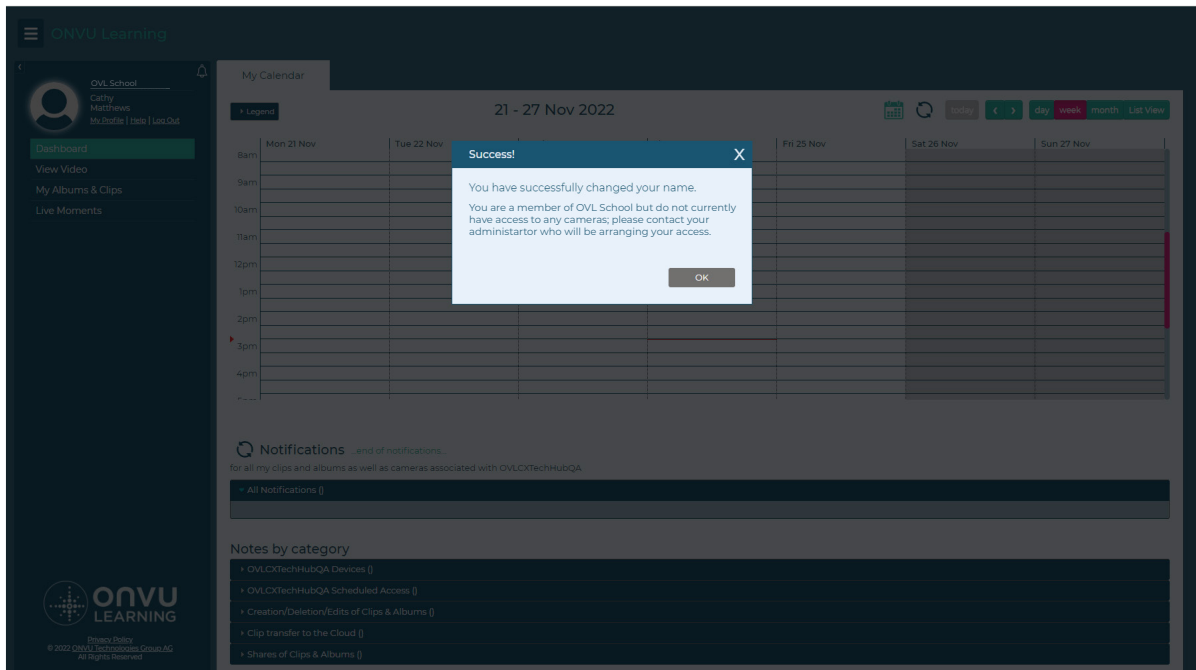


Image 7: Logging on

- In the event cameras have not yet been set up in your school, a pop up message will be displayed on your dashboard advising you of this and to contact your administrator.

## VIEW YOUR 'DASHBOARD' AREA AND SEE IF YOU HAVE ANY SCHEDULED OR APPROVED ACCESS TO A LESSON

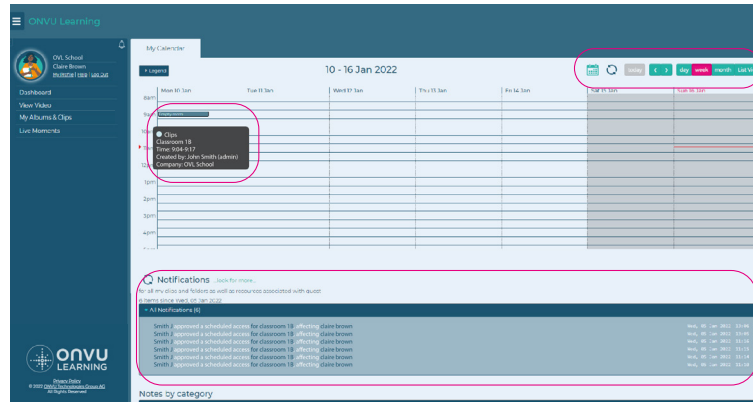


Image 8: Dashboard

There is a calendar view on your **'Dashboard'** with navigation options on the left. In the week view, the recordings you already have permission to view will appear. All shared clips will also appear here at the correct date and time (as well as in your **'My Albums and Clips'** area).

You can perform the following actions from the dashboard :

- Search for a date and time you need footage access for and request it by double-clicking that time slot. Your Administrator and any users with overlapping access will need to approve this request before you can access the footage. (point 3.1 below)
- View any footage that has been approved for you to access.
- If you have the option to **'Self-Grant scheduled camera access'** you will be able to access the camera footage, without the need for administrator permission, however, if your access overlaps with another user's scheduled access, they will need to approve your request. (points 3.1 & 3.3 below)

Above the dashboard you can edit your dashboard timeline view or select a specific date from the calendar.

## REQUEST ACCESS TO YOUR CLASS/PERIOD (IF NOT SCHEDULED)

- 3.1 From the dashboard, you can request access to footage. All you need to do is select the time and date you'd like. Once you click the time slot, a dialogue box will appear.

Within the dialogue box, you will need to:

- Confirm the date and time you need
  - Select the camera you need
  - Confirm your request
- 3.2 You will need to confirm your ONVU Learning Administrator. Following completion, your ONVU Learning Administrator will confirm and approve your request.
- 3.3 When your user profile includes **'Self-Grant scheduled camera access'** without the need for administrator permission, follow the steps (point 3.1 above) and, after selecting the camera and the time you would like access to, a dialogue box will appear. Simply click the 'schedule access' button to gain access to the camera.

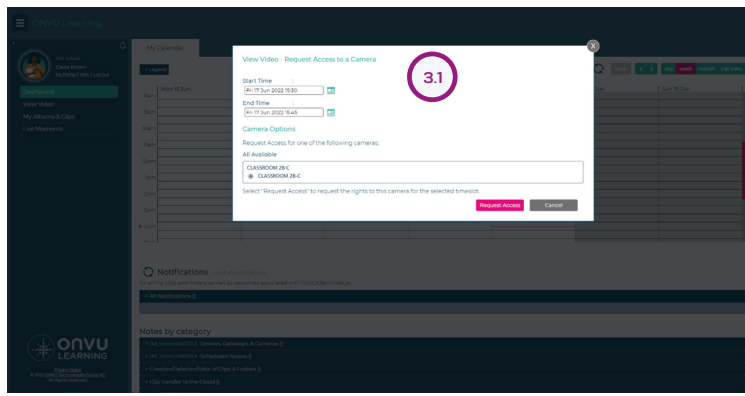


Image 9: Dashboard-Request access

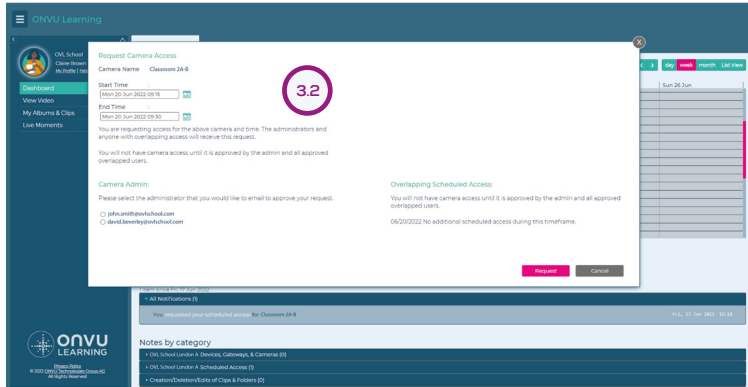


Image 10: Dashboard-Request

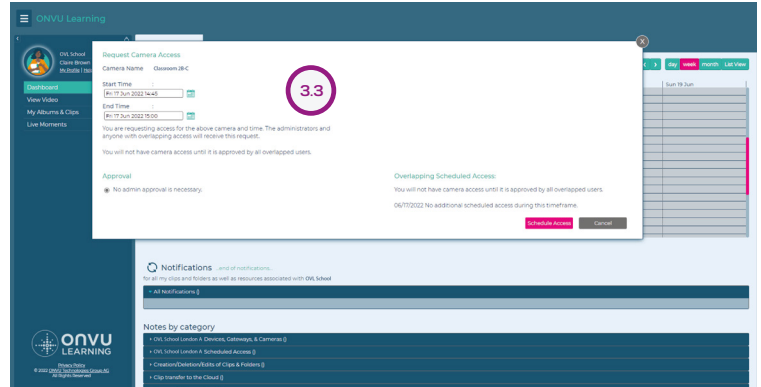


Image 10.1: Dashboard-Request



- If another teacher has already received approval for the same clip, you will need the ONVU Learning Admin alongside the approved teacher to validate your access request.
- Any user who has permanent access to that camera will receive a notification when a user 'Self-Grants scheduled camera access'.
- In the event the Self Granted request overlaps with a scheduled camera access request, the overlapping user will receive an approval request before this access is granted.

4

## VIEWING THE VIDEO

Once you are given the appropriate approvals to view video, you will be notified by email as well as in the 'Notifications' area. When you click the approved slot in the 'Dashboard', a dialogue box will appear. Click 'View Video' to view the video.

### VIEW VIDEO AREA

You can view your video in the view video area, depending on your permissions. You can view both live and archived video here.

- 4.1 From the left-hand menu panel, select View video (ONVU Learning will determine whether you have local or remote access to the cameras.)

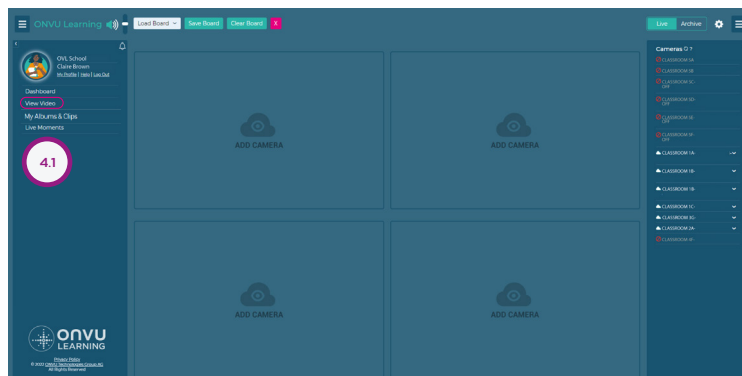


Image 11: View Video Area-Live

- 4.2a You can view your live footage by clicking on the button at the top right of the screen and by choosing the camera from which you want to view it.

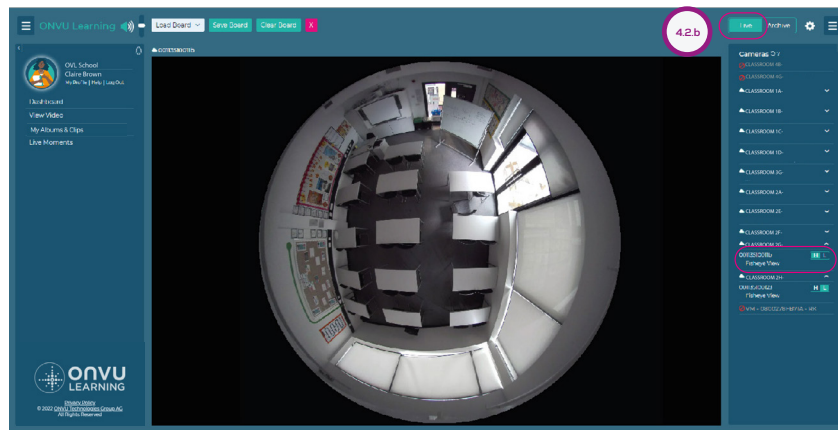


Image 12: View Video Area-Live

- 4.2b You can view your archived footage by clicking on the button at the top right of the screen.

- 4.3 You will need to select the start time and duration of the archived footage you wish to view.

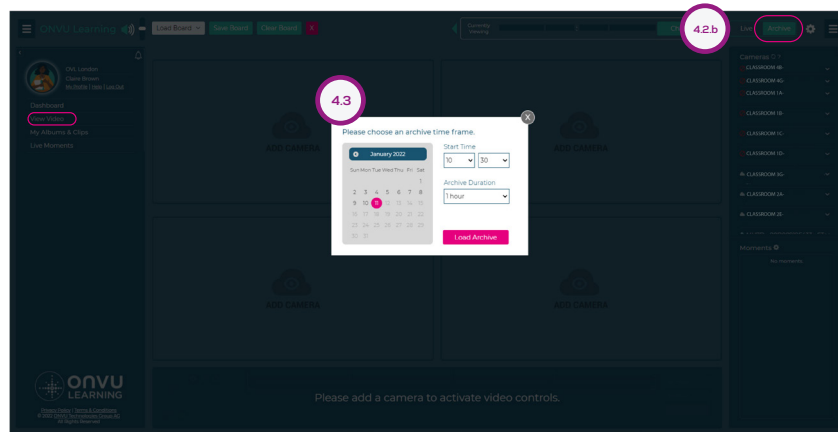


Image 13: View Video Area-Archived

- 4.4 On the right-hand side of the screen, select the camera from which you wish to view.

- 4.5 Once the video has loaded, click on the play button.

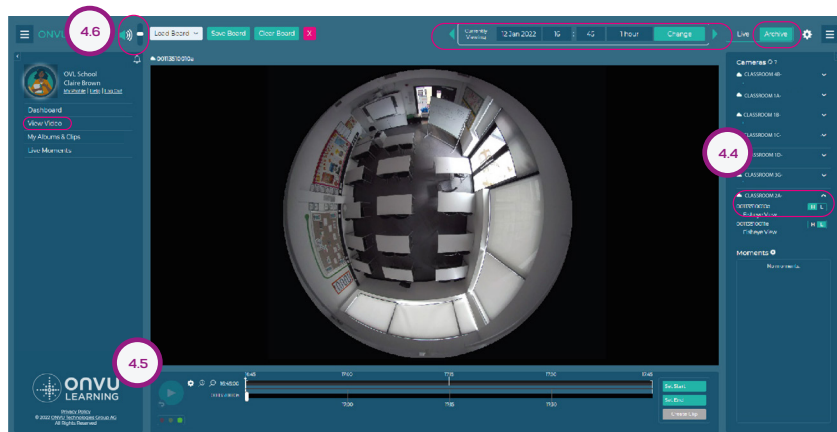


Image 14: View Video Area-Archived



The volume can be adjusted using the volume toggle on the top right of the video panel. (See above, point 4.6)

# 5

## HOW TO DEWARP THE VIDEO

Wait for the video to load and click  icon to play.

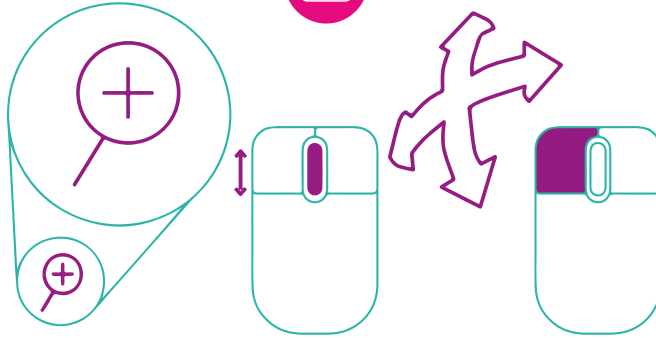



Diagram 1: How to dewarp

- 5.1 To dewarp the video, click and hold the left button while dragging your mouse in the direction you prefer.
- 5.2 Now you can zoom in or zoom out with the mouse wheel to get a great view of your preferred angle.
- 5.3 If you want to look at multiple viewpoints of the same video at the same time, click  the icon on the top right-hand side of the video border. - (point 5.3 below.)

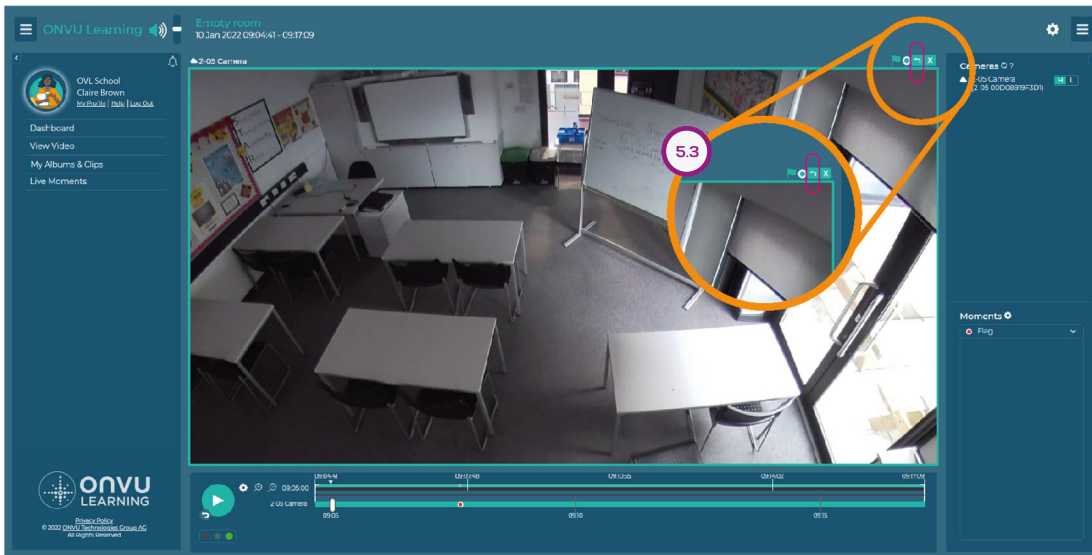



Image 15: Viewing video

- 5.4 By default, the screen will display four view panels; choose the camera you want to view from the right-hand menu panel and then adjust the viewing angle. As you click the fisheye view of your selected camera, the view panel will populate with footage, and if you want fewer views, you can also click on one of the arrows on the border of the video image (point 5.4 next page), which will expand or contract the image horizontally or vertically.
- 5.5 You can collapse the left and right menu panels to maximise the view area of the video by selecting the  icon located on the top left and top right of the page.(point 5.5 next page.)



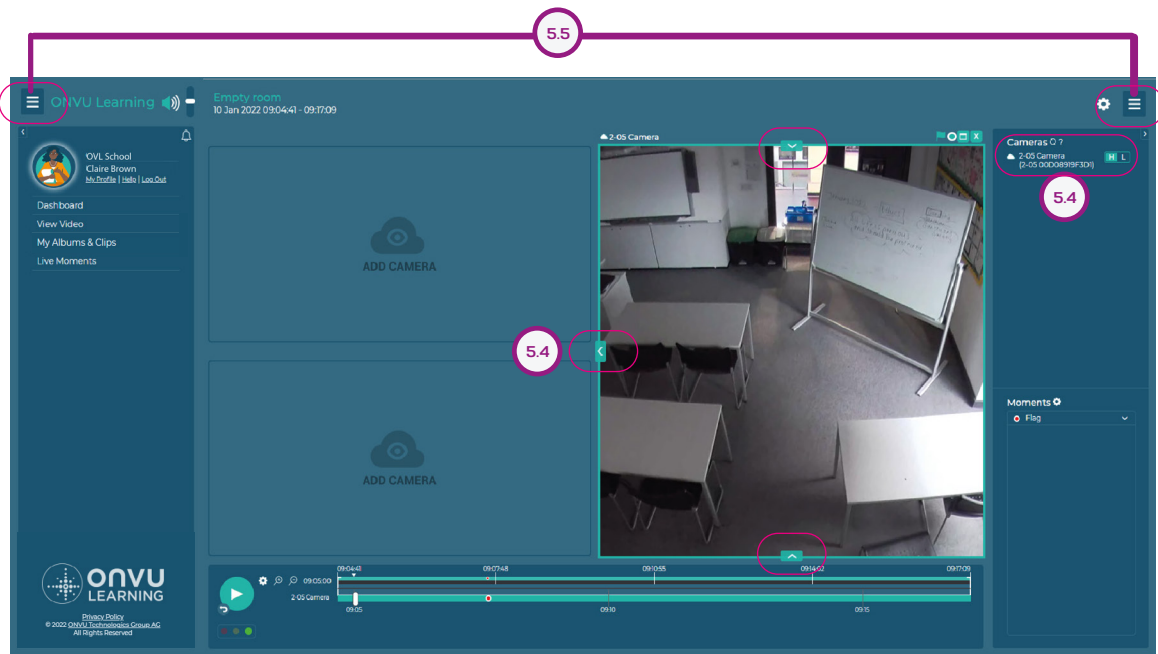


Image 16: Adjusting video panels

## 6

### TIMELINE ZOOMING

- 6.1 While watching the video, use the mouse wheel to zoom into and out of the timeline for more precise control or use the zoom in and zoom out options featured next to the play/pause button.

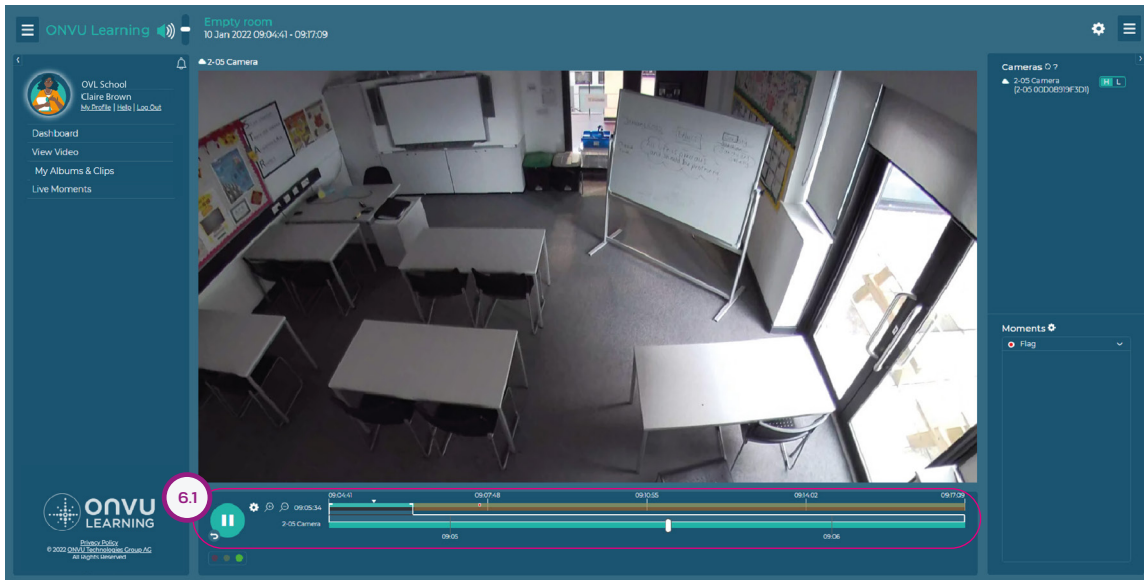


Image 17: Adjusting video panels



- The best way to get the most out of the dewarping experience is with a mouse instead of a track-pad.
- During loading there will be a quick check to see if you are watching the footage locally or remotely to the school.
- We advise you to utilise either the Chrome browser or V80+ of Microsoft Edge for the best ONVU Learning experience.
- For Macs, zooming into the image will be done not by the mouse roller but by the mouse touchpad.

## FLAG A MOMENT ( RECORDED LESSON OR CLIP)

As you watch a recorded lesson or clip, you can mark specific points in time so that you can quickly return to that moment in the future without having to remember the exact time and date.

- 71 To create a **'Moment'**, start playing a video recording or clip.

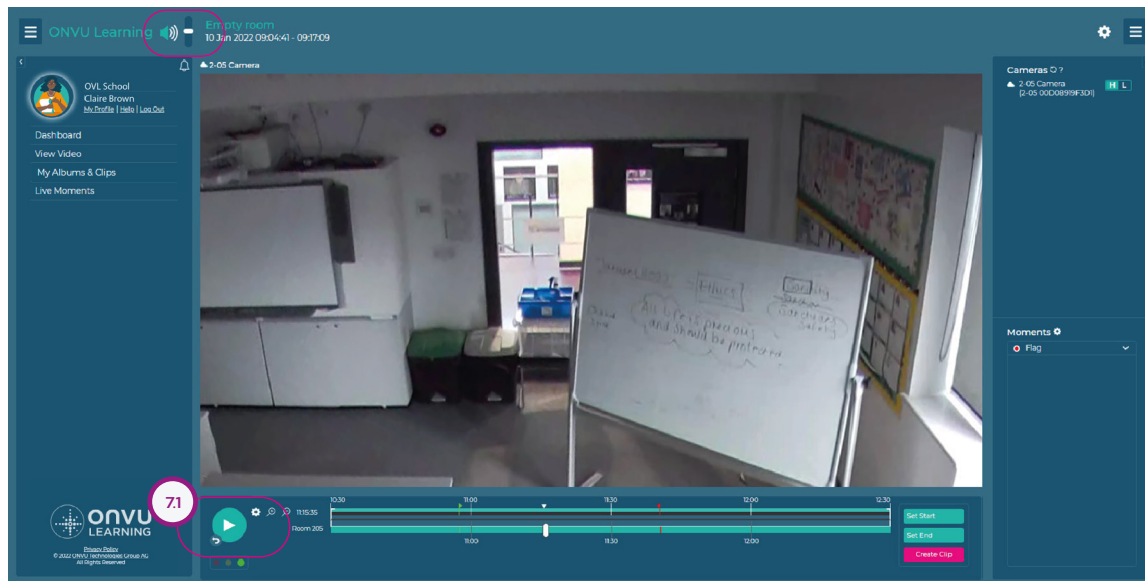


Image 18: Playing a video recording or clip



You can adjust the audio by utilising the volume toggle on the top right of the video panel.

- 72 In the upper right corner of the video panel, you will see options appear as the video plays. Hovering your cursor (mouse) over the video panel will show this.

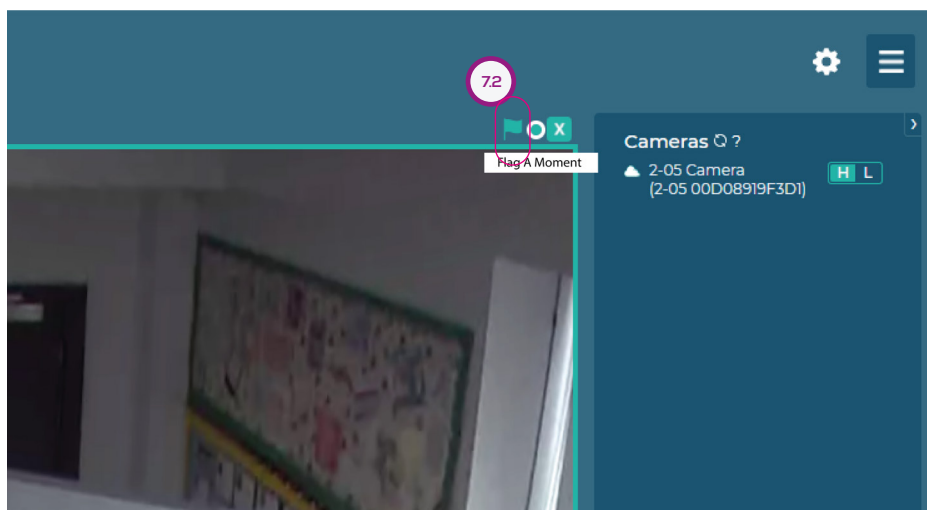




Image 19: Flag a moment

7.3 A moment can be flagged by clicking on the  icon. The moment will be saved on the timeline so you can return to it later on. (image below.)

By clicking on **'Flag a moment'**, you will create a mark on the archived video or clip that is then stored for later reference. Moments can be used for later reflection to identify a point in a lesson when a series of questions was particularly effective.

These will also be available in the **'Moments'** section that is on the bottom right-hand side of the page. If you don't see it, uncollapse the panel by selecting this  icon.

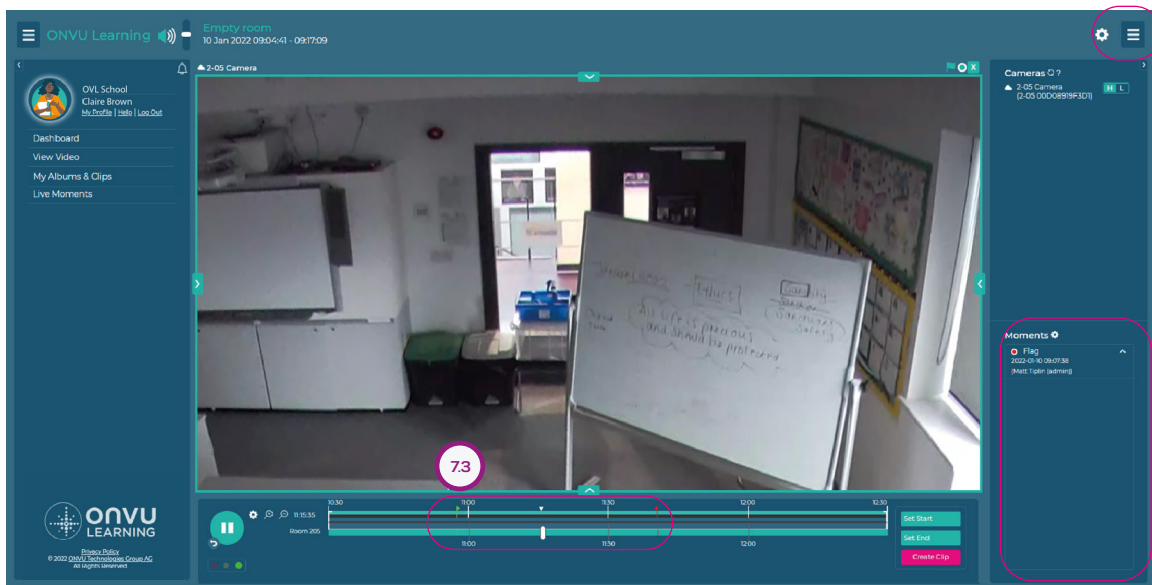



Image 20: Flag a moment

## 8

### TAG A MOMENT ( RECORDED LESSON OR CLIP)

By tagging a moment with a comment, you can mark and describe an important scene in the footage you're watching that you'd like to revisit. This will create a 'moment' on the timeline.

8.1 You can do this by selecting the  icon at the top right of the video border. With a **'moment'**, you can input a title and description of what you saw and save it on the timeline to find it quickly later. (point 8.1 next page.)

Alternatively, you can find them under the **'Moments'** section on the bottom right of the page. If you don't see it, uncollapse the panel by selecting this  icon.

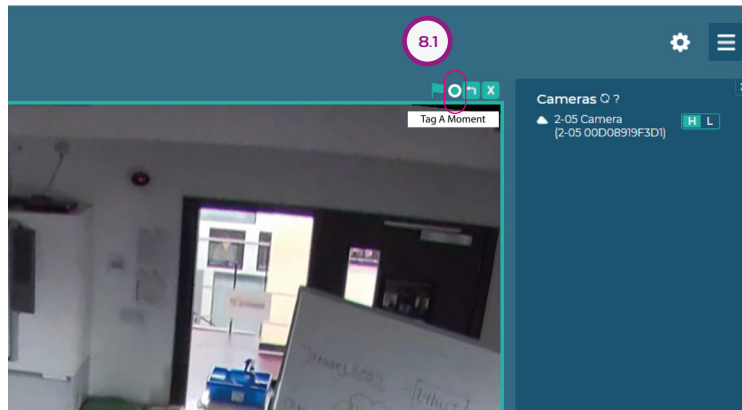


Image 21: Tag a moment

- 8.2 You can add the title, description, and any key words that you like to reference in the moment in the **'Create Moment'** dialogue box.

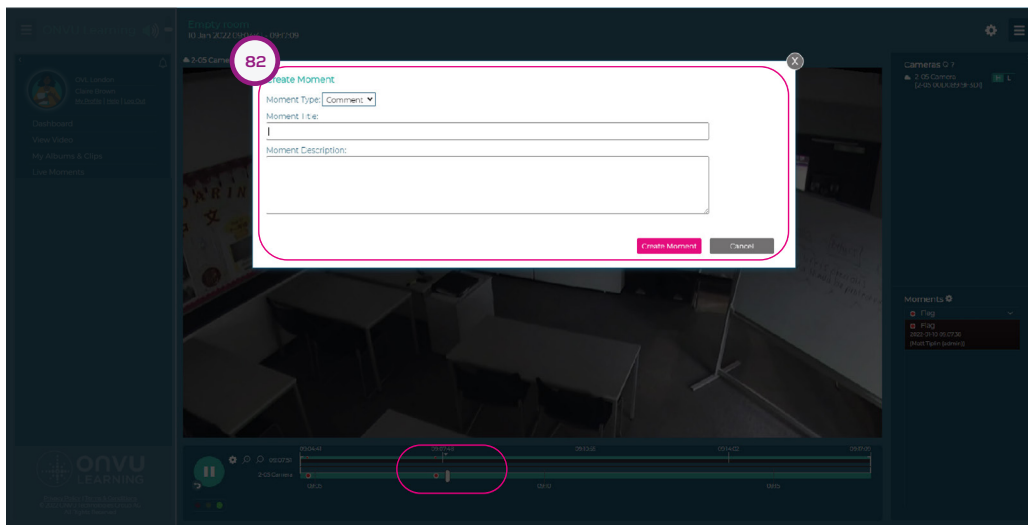


Image 22: Tag a moment

- 8.3 After a Moment is successfully created, it will appear in the **'Moments'** section on the bottom right-hand side of the page. Make sure that the right-hand menu panel is not collapsed if you cannot see it.

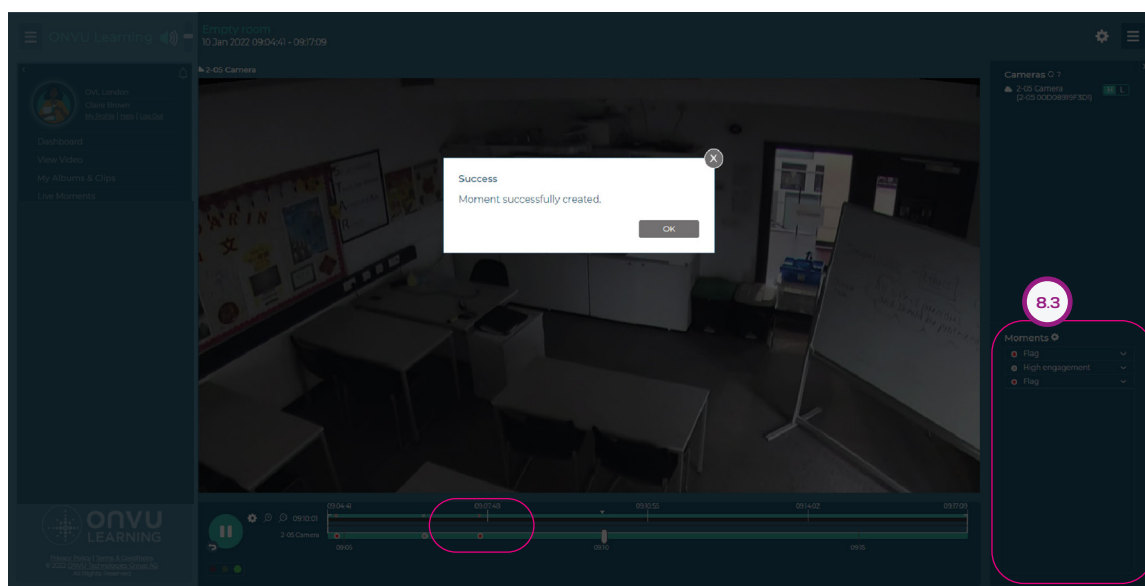



Image 23: Tag a moment



When you create moments in the video timeline (during live or playback) these are now included in the created clip so you can easily identify the important section of the clip. You also have the flexibility not to include the moments by deselecting this feature when creating the clip.

## CREATE A CLIP OF YOUR FOOTAGE THAT YOU CAN SAVE FOR SELF-REVIEW OR SHARE WITH A PEER, MENTOR OR COACH

To create a clip, place your marker on the timeline where you want the clip to start.

- 9.1 Simply select the green **'Set Start'** button from the right-hand side (which will drop a green flag marker on the timeline) - (point 9.1 below.)
- 9.2 Select the green set end button, and a red flag will appear in the timeline where you have marked the end of the clip. (point 9.2 below.)
- 9.3 After you have set both markers, select **'Create Clip'**. – (point 9.3 below.)
  - In the **'Create clip'** dialogue box, you can add the clip title, description, and any keywords that you would like referenced on the clip.
  - When you're creating a clip for the first time, if you have no existing albums, you will see **'Create Your First Album'** in the **'Create Clip'** dialog box. You will need to enter the name and description of your album and click **'Create'**.
  - Select the album you wish to save the clip to and hit **'Create Clip'**. (See point 10.6 on the next page on how to Add New Album.)
  - Clips will be automatically saved to your personal area in the ONVU Learning Cloud, which can be accessed via **'My Albums & Clips'**.
  - As you create a clip, you have the option of changing the default thumbnail preview image to help easily identify the clip. If you would like to change this image to one more representative of the clip, simply select the Change button and within the next screen, set your preferred image using the timeline and dewarp the view if required using your mouse. Once complete, simply click Update Thumbnail to save the image.
- 9.4 The comments and flags options for including moments in clips (during live or playback) are preselected by default. Click the settings  icon to deselect this feature when creating the clip if you do not want to include the moments.

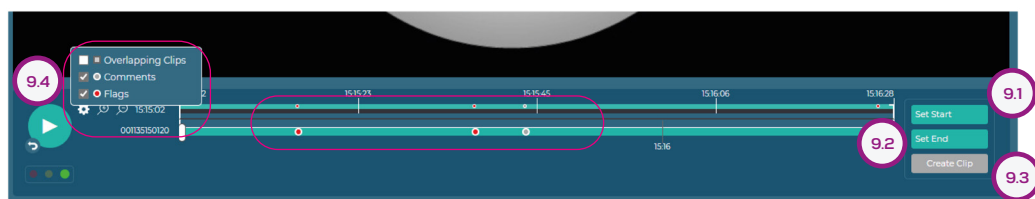


Image 24: Create a

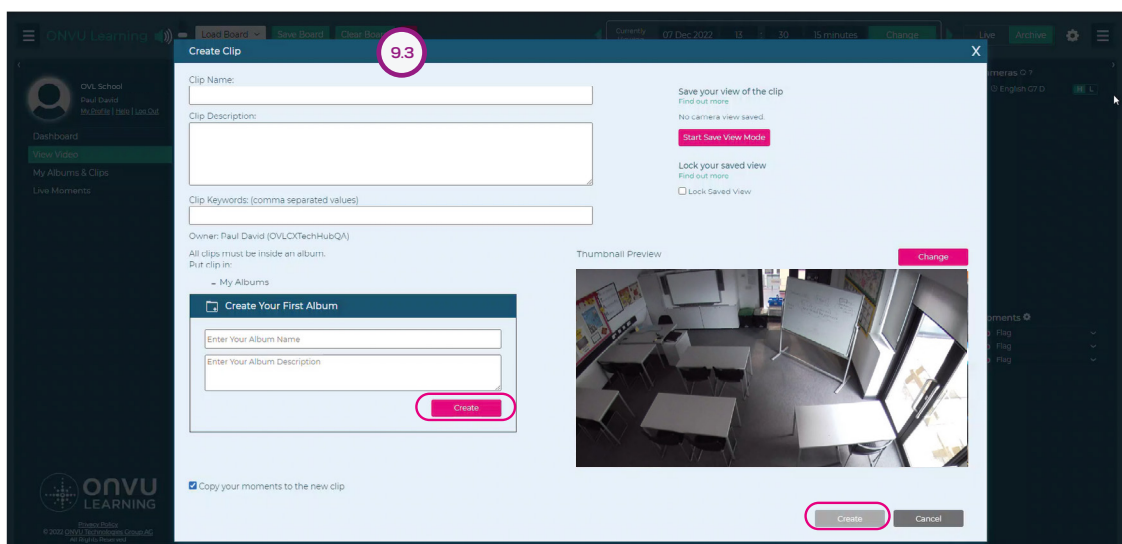




Image 25: Create a clip

## MY ALBUMS & CLIPS AREA - YOU CAN VIEW ALL OF THE CLIPS THAT YOU HAVE SAVED OR THOSE THAT HAVE BEEN SHARED WITH YOU

On the left-hand navigation bar, click 'My Albums & Clips' (point 10.1 below) to browse saved clips and shared clips.

As a default view, you can view my albums and clips as a list (point 10.2 below) or thumbnail view (point 10.8 next page) by clicking on the thumbnail view  icon at the top right hand.

- Click the  icon for more detailed information regarding the name, description, time and location of an album or clip.(point 10.4 below.)
- Quickly and easily select single or multiple clips, your action options will dynamically update based on your selection, then simply choose your action: Move, Share or Delete. (point 10.5 below.)

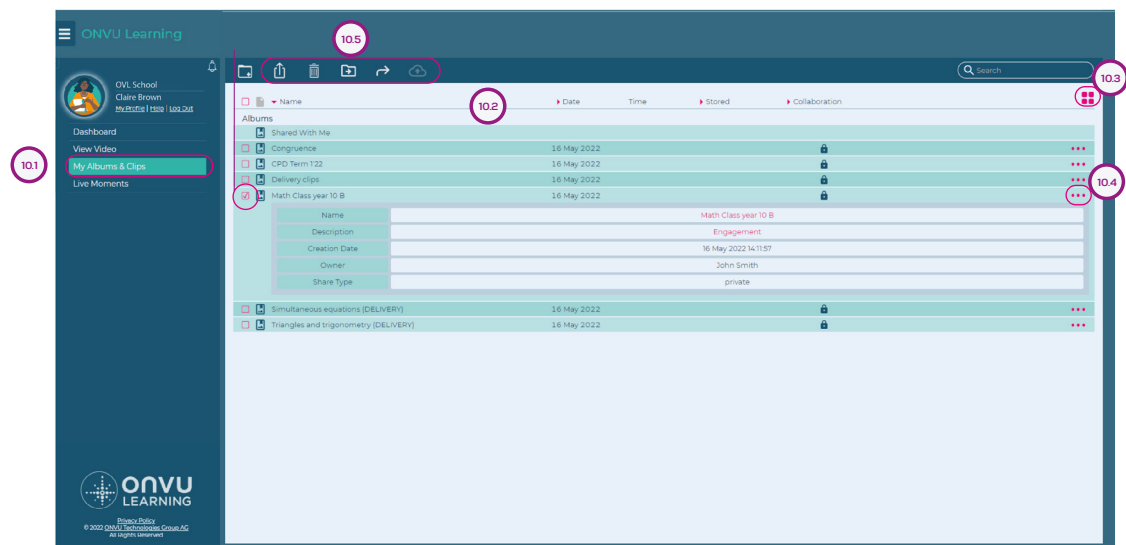



Image 26: My Albums & Clips

- You can add a new album to the 'My Albums & Clips' section by clicking on the 'Add New Album'  icon on the top left side of the page (see point 10.6). After creating the album, you can move or save clips into them.

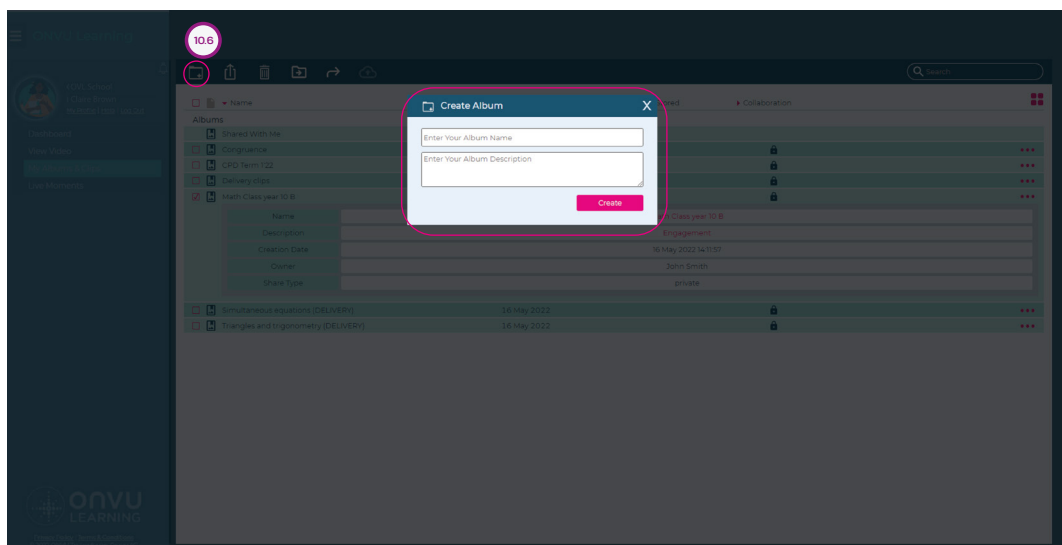


Image 27: My Albums & Clips



10.7 Search function (point 10.7 below) makes it easy for you to quickly locate a specific clip, album or moment. Simply enter your key search term and a list of matching clips, albums and moments will be displayed based on their title and description.

Type a 'keyword' in the search field located at the top right.

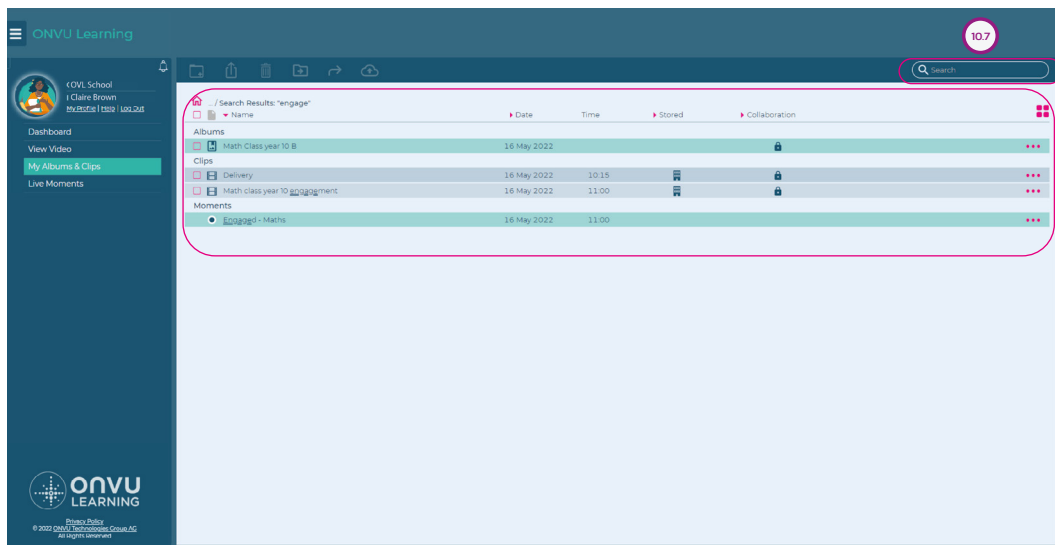


Image 28: My Albums & Clips

10.8 You can select a clip from an album. When loading, there will be a quick check to see if you are watching the footage locally or remotely.

Once the video has loaded, click the play button

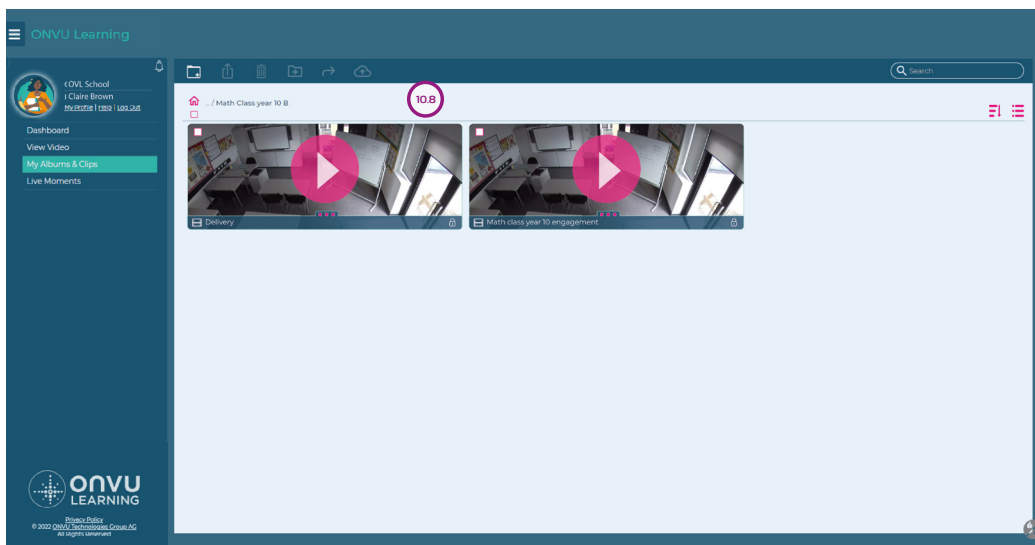


Image 29: My Folders & Clips -Play a video



ACTION OPTIONS WILL DYNAMICALLY UPDATE BASED ON YOUR SELECTION, THEN SIMPLY CHOOSE YOUR ACTION: MOVE, SHARE OR DELETE



Add New Album.



Share- Give access to other people.



Delete - Delete (if owned) / Remove (if shared with you.)







Copy To - Creates a copy of the album or clip.



Move To - You can move the clip or album to another album.

## YOU CAN SHARE CLIPS WITH PEERS, COLLEAGUES, OR MENTORS

To do this, while in the 'My Albums & Clips' area, hover your cursor over the clip you would like to share.

- 11.1 Select the  icon.
  - A pop-up window will open and here, input the email of the user you would like to share the clip with.
- 11.2 Select what permissions you would like them to have over that clip.
  - Read only  icon – users can only watch the clip but cannot comment, edit or share.
  - Edit  icon – users can edit the title, description and comments but cannot share.
  - Share  icon – Users have full access to the content and can comment edit and share.
- 11.3 Share your clip.

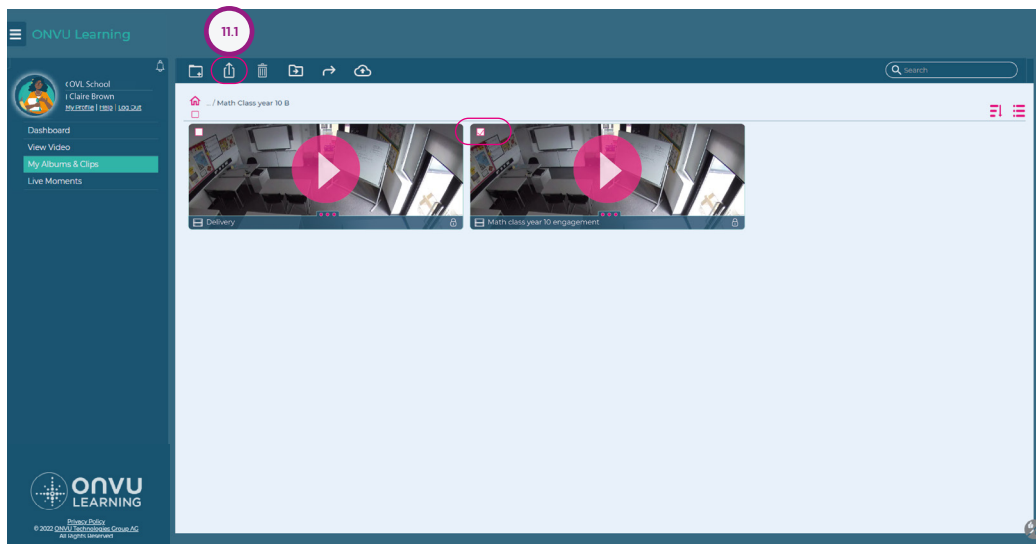


Image 30: My Folders & Clips -Share clips

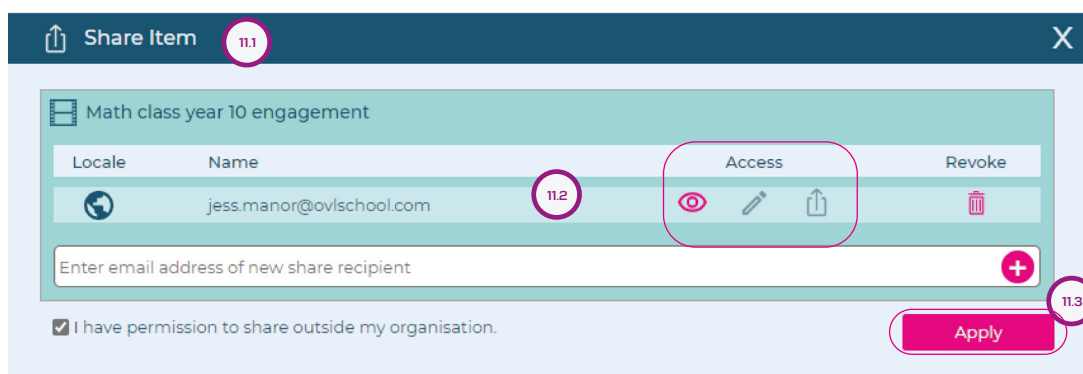


Image 31: My Folders & Clips -Share clips



- Clips sharing should be done in compliance with the safeguarding policy and the User code of conduct.





# ONVU LEARNING

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